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CHAPTER 2 PARTICIPATION REQUIREMENTS

2.1 INTRODUCTION

The requirements and procedures for participation in GIDEP and access to the GIDEP database are discussed in this chapter. GIDEP participants agree to comply with these requirements as a condition of acceptance into the program and to having access to the GIDEP database.

2.2 PARTICIPATION POLICY

The policy of the Department of Defense (DoD) is that all DoD components and activities fully support and maximize their participation in GIDEP in accordance with the implementing directives described herein. In addition, DoD components and activities will require their contractors, subcontractors and suppliers to utilize GIDEP when the objectives outlined in Chapter 1 can be realized.

Other government agencies and activities are required to participate in accordance with OMB Policy Letter Number 91-3 dated January 1991 and implementing Agency directives.

Any U.S. or Canadian company which does business with the government or indirectly supports the government's acquisition of systems, facilities and materiel, may be authorized access to GIDEP information. Industrial activities engaged in research, design, development, production, operation, maintenance or logistics support of equipment, parts, components, subsystems, systems, facilities or mission critical materiel for the government, are eligible to have access to GIDEP data.

Authorization for access to GIDEP is based upon completion and signature of the GIDEP Application forms (Page 25), agreeing to submit data to the Program, and agreeing to submit GIDEP Utilization Reports annually (see Chapter 5, GIDEP Utilization Reporting).

2.3 PARTICIPATING ACTIVITIES

Participating organizations include:

- DoD departments, agencies and support activities.
- Federal agency acquisition and logistics support activities
- Original equipment manufacturers
- Manufacturers and suppliers of parts, components, subassemblies, subsystems and construction supplies
- Suppliers supporting government contractors
- Public and private utilities
- Canadian Department of National Defence
- Canadian defence industrial companies
- Distributors who supply items to the government or to OEMs which have contracts with the government.

- Consultants engaged in engineering studies which support government contracts; who can utilize GIDEP data; and who agree to provide a GIDEP Utilization Report
- Universities offering an accredited engineering curriculum where GIDEP is taught and used as a part of courses or research for the government

2.4 PARTICIPATION

Various government contracts require contractors and subcontractors to utilize GIDEP. Contractors may be required to participate in accordance with a contract clause, a statement of work or Data Item Descriptions (DIDs) in the Contractor's Data Requirements List (CDRL)(DD Form 1423).

DoD, Federal Aviation Administration (FAA) and National Aeronautics and Space Administration (NASA) organizations are required to participate in GIDEP as directed by one of the following directives:

OMB Letter Directive 91-3

DFAR

DoD Deskbook

DLA Directive 4155.31

Army AMC Regulation 70-56

Navy SECNAV Instruction 5200.39

Air Force Regulation 80-10

NASA Management Instruction 5310.2

Federal Aviation Administration (FAA) Order 4470.1

2.5 APPLYING FOR PARTICIPATION

2.5.1 APPLICATION

Application for participation in GIDEP may be made by completing the Application for GIDEP Participation (Appendix A) and the Remote Terminal Users Authorization. The application for participation must be signed by a senior official who is authorized to commit the organization's resources to fulfilling the participation requirements.

In addition, the organization must:

- a. Appoint one or more GIDEP Representatives within the various divisions of the organization to collect data for GIDEP and to coordinate the collection of utilization data. If multiple Representatives are assigned, identify each with the divisions or units they represent.
- b. Submit a list of users who will require computer passwords and computer access guides to obtain access to GIDEP data products. The GIDEP users having computer access must be associated with the data products to which they must have access.
- c. Identify the government agency or contracts which GIDEP data will be used to support. Indicate the contracts, subcontracts or purchase orders, the procuring activities, scheduled ending dates. If voluntarily participating, indicate whether participation will be in support of government procurements or in support of another government contractor. Indicate your current Contractor and Government Entity (CAGE) code.

- d. Provide a computer terminal, microcomputer or workstation with graphics capability, modem and printer. Indicate the type of computer terminal or personal computer to be used, the communications software and baud rate of the modem.
- e. Send the appointed GIDEP Representatives to the first scheduled GIDEP clinic and a GIDEP workshop at least once every two years.
- f. Provide support for the representative to attend three management meetings per year, if elected to an Advisory Group or appointed to a working committee.
- g. Submit GIDEP Utilization Reports that show cost avoidance and benefits resulting from the use of GIDEP data.
- h. Establish policies and procedures for utilization of GIDEP data by all technical groups within their organization.
- i. Agree to exchange data with participants in the program and submit appropriate non-proprietary or non-copyrighted documents to the GIDEP Operations Center.
- j. Not release GIDEP data and information outside the organization.
- k. Agree not to use GIDEP data and information for advertising purposes.
- l. Agree to notify the GIDEP Operations Center within 15 days when there is a change of GIDEP Representatives or users.

2.5.2 PARTICIPANT ACCEPTANCE

The GIDEP Operations Center will contact the identified GIDEP Representative for any additional information. The GIDEP Operations Center will send a formal letter of acceptance. A complete set of program materials will be sent to the GIDEP Representative. GIDEP users are issued a GIDEP Computer Access UserID and a password.

2.5.3 TERMINATION POLICY

Organizations may terminate their participation in GIDEP by the notifying the GIDEP Operations Center. The participant must return the Government furnished materials to GIDEP.

An organization participating in GIDEP may also be terminated at the discretion of the GIDEP Program Manager if the participant fails to submit a GIDEP Utilization Report, at least once a year or fails to abide by the terms of the participation agreement. Termination normally occurs in the following sequence:

- a. GIDEP Representatives are notified once a year that a GIDEP Utilization Report must be submitted in accordance with Chapter 5 of the Policies and Procedures Manual.
- b. The GIDEP Representative is notified that the organization is delinquent in fulfilling their GIDEP participation requirements and suspension from GIDEP is eminent.
- c. If the organization fails to respond promptly with the requested information, a formal letter is sent to the president of the organization notifying them that their participation has been terminated from GIDEP and directing that they return all GIDEP property and materials.
- d. The organization shall promptly return all current GIDEP materials to the GIDEP Operations Center, at their own expense.

2.6 GIDEP REPRESENTATIVE'S RESPONSIBILITIES

The GIDEP Representative functions as the coordinator for their organization. The responsibilities of the Representative include:

- a. Serving as the point-of-contact between their organization and the GIDEP Operations Center. The Representative should establish a network of coordinators within the various divisions and departments to ensure that access to data is available according to their needs. The Representative also identifies those groups who are potential sources of data for submission to GIDEP.
- b. Maintaining control of and safe guarding security passwords to access GIDEP database.
- c. Submitting applicable data for inclusion in the GIDEP database.
- d. Publicizing the availability of GIDEP throughout the organization. Accordingly, the GIDEP Representative is responsible for aggressively promoting and publicizing the availability of GIDEP data, as appropriate. Promotional materials such as posters, slides, films and support for internal briefings are available upon request from the GIDEP Operations Center.
- e. Collecting utilization data and submitting the GIDEP Annual Utilization Report. Representatives are urged to submit utilization data as frequently as documents are used, but at least yearly (see Chapter 5, GIDEP Utilization Reporting).
- f. Ensuring data required in the contractual Contractor's Data Requirements List (CDRL) are submitted to GIDEP in a timely manner.
- g. Informing your upper management of benefits resulting from participation in GIDEP.

2.7 ADDITIONAL GUIDANCE

GIDEP Representatives may obtain additional guidance to successfully implement GIDEP within their organization. Handbooks are published and available through the GIDEP database which provide suggested methods of incorporating GIDEP in an organization, both for industry and government. In addition, many of the more successful GIDEP Representatives have submitted their implementing policies and procedures to GIDEP. To access these procedures search the data base for the terms GIDEP and GIDEP DOCUMENTATION.

The Representative may have questions from time to time. The GIDEP help desk provides assistance from 6:30 am to 5:30 p.m. PST weekdays. Please feel free to avail yourself of this help.



APPLICATION FOR GIDEP PARTICIPATION

SECTIONS:

- **GIDEP PARTICIPATION REQUEST**
- **GIDEP PARTICIPATION REQUIREMENTS**
- **REMOTE TERMINAL USER AUTHORIZATION**
- **STANDARD OPERATING PROCEDURES FOR
REMOTE TERMINAL SECURITY**
- **PROGRAM INFORMATION**

GIDEP REGISTRATION

We hereby request participation in GIDEP and agree to abide by the participation requirements as stated on the reverse side of this request.

Our company/activity name is: _____

The company/activity official authorizing participation is:

Name: _____

Phone: _____

Title: _____

Signature _____

Our U. S. government contract number(s) is/are: _____

Our CAGE code is: _____

Our appointed GIDEP Representative will be:

Name (include middle initial): _____

Phone number (include area code): (_____)_____

FAX number (include area code): (_____)_____

Email Address: _____

Mailing Address: _____

How did you hear about GIDEP?: (Select all that apply.)

☐ Exhibit/Show ☐ Clinic/Workshop ☐ Other _____

Primary area interest: (Select all that apply.)

☐ Engineering Data ☐ Metrology Data ☐ Reliability-
Maintainability

☐ Failure Experience Data ☐ Production Information Data Data

Forward this request together with the Remote Terminal User Authorization to:

GIDEP Operations Center
P. O. Box 8000
Corona, CA 92878-8000

GIDEP PARTICIPATION REQUIREMENTS

ELIGIBILITY The following activities are eligible for GIDEP participation.

- a. A U. S. Government agency.
- b. An agency of the Canadian Department of National Defence.
- c. A U. S. or Canadian business organization which directly or indirectly provides equipment, components, parts, materials, or services to U. S. or Canadian governments, is eligible to participate, contingent on Program Manager approval. Canadian industrial organizations must have the concurrence of the Department of National Defence.
- d. A licensed U. S. public utilities company.

TERMS AND CONDITIONS GIDEP information is provided on a privileged basis. Participants agree to the following terms and conditions:

- a. Limit dissemination and utilization of GIDEP information to participating activities.
- b. Safeguard GIDEP data in accordance with the Security and Technology Transfer restrictions of the U. S. Government.
- c. Obtain permission from the originator or the GIDEP Program Manager prior to releasing information to non-participants.
- d. Control access to the GIDEP on-line database.
- e. Follow the Standard Operating Procedures for Remote Terminal Security (Attached).
- f. Return GIDEP data and materials, at the participant's expense, if participation is terminated for any reason.

REQUIREMENTS The following requirements must be adhered to by all eligible activities. The participant must:

- a. Indicate all data area of primary interest.
- b. Support and promote the GIDEP mission.
- c. Designate, in writing, a GIDEP Representative.
- d. Establish in-house procedures for utilization of GIDEP.
- e. Contribute information, generated incident to ongoing tasks, which is within the scope of GIDEP.
- f. Submit an annual GIDEP Utilization Report.

COST Participants are responsible for their own in-house costs, including labor, computer equipment, and phone (modem).

OPERATING PROCEDURES These participation requirements are excerpted from the GIDEP Operations Manual, Chapter 2, Participation Requirements. The Participation Requirements may be downloaded via the GIDEP World Wide Web page on the Internet.

GIDEP USER REGISTRATION FORM

(ONE FORM IS REQUIRED FOR EACH USER OF THE GIDEP DATABASE)

By signing this registration form I certify, as a remote terminal user, that I:

- (1) Have received a copy of the Standard Operating Procedures (SOP) for Remote Terminal Security dated 1 August 1992;
- (2) Have read and understand the SOP; and
- (3) Agree to comply with the terms and conditions of the SOP.

1. REMOTE TERMINAL USER NAME (TYPE):	2. DEPT/MS:	3. PHONE: ()
4. SIGNATURE:	5. ORGANIZATION:	PARTICIPANT CODE:

PC CONFIGURATION

6. PC/WORKSTATION: <input type="checkbox"/> IBM <input type="checkbox"/> IBM COMPAT <input type="checkbox"/> MAC	7. MEMORY (MB):	8. HARD DISK (MB):
8. FLOPPY(S) <input type="checkbox"/> 5 1/4 <input type="checkbox"/> 3 1/2 <input type="checkbox"/> HI DSHD <input type="checkbox"/> LO DSDD	9. CD-ROM DRIVE: <input type="checkbox"/> YES <input type="checkbox"/> NO	10. MONITOR: <input type="checkbox"/> VGA <input type="checkbox"/> EGA <input type="checkbox"/> CGA <input type="checkbox"/> COLOR <input type="checkbox"/> MONOCHROME

MODEM

11. TYPE	12. SPEED (BPS): <input type="checkbox"/> 1200 <input type="checkbox"/> 2400 <input type="checkbox"/> 4800 <input type="checkbox"/> 9600 <input type="checkbox"/> 14.4k	13. ERROR CORRECTION: <input type="checkbox"/> NONE <input type="checkbox"/> V.42 <input type="checkbox"/> V.42bis <input type="checkbox"/> MNP 1-4 <input type="checkbox"/> MNP 5
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SOFTWARE: Please list the brand and issue (version) software used:

14. NAME BRAND	15. VERSION
COMMUNICATIONS:	
WORD PROCESSOR (TEXT EDITOR)	
IMAGE VIEWING:	
FAX	
OPERATING SHELL: <input type="checkbox"/> WINDOWS <input type="checkbox"/> OTHER _____	

PRINTER

16. MAKE/MODEL	<input type="checkbox"/> LASER <input type="checkbox"/> INK JET <input type="checkbox"/> DOT MATRIX <input type="checkbox"/> OTHER
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I support, as the GIDEP REPRESENTATIVE, the policies and procedures stated in the STANDARD OPERATING PROCEDURES (SOP) FOR REMOTE TERMINAL SECURITY. I will notify the GIDEP OPERATIONS CENTER if THE ABOVE REMOTE TERMINAL USER no longer requires access to the GIDEP databases.

17. GIDEP REPRESENTATIVE (TYPE):	18. DATE:
19. SIGNATURE:	

(Reserved for GIDEP OPERATIONS CENTER use only)

AUTOMATED INFORMATION SYSTEM APPROVAL (NWAC Corona, CA IS SECURITY OFFICER)
APPROVAL SIGNATURE: _____ Date : _____

5/7/96

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STANDARD OPERATING PROCEDURES FOR REMOTE TERMINAL SECURITY

Purpose: To promulgate general Information Systems (IS) security guidelines for remote terminal operation where communication is via approved dial-up protocol to U. S. Government (NAVY) computer systems.

Scope: These procedures set forth the basic IS security protocol for signing-on, signing-off and general use of the host computer system. These security guidelines comply with DoD Manual 5220.22M and OPNAVINST 5239.1A. Access to GIDEP information is controlled through a series of good operating practices and privileged passwords assigned to authorized users. Misuse of passwords and the access obtained by their usage can result in denial of further GIDEP usage and possible penalties under 18 USC 1905 and other applicable statutory regulations.

Password Control

The GIDEP representative for each participating activity will submit a REMOTE TERMINAL USER AUTHORIZATION (RTUA) for each user to the GIDEP Operations Center.

The GIDEP Operations Center will issue a temporary password for each new user identified on the RTUA. This password is good for a period of only fifteen (15) days and must be changed by the user before accessing the GIDEP database.

The password should be changed at three to six month intervals, but no longer than six months, or anytime actual or suspected compromise of the password has occurred.

When the remote terminal user resigns, has been terminated, transfers, or has no further authorized use for his/her passwords, the GIDEP Operations Center will be notified immediately (by FAX or letter).

Do NOT share your passwords. You are responsible for all activity initiated under your password.

Do NOT leave the terminal unattended when logged on to GIDEP.

Sign off and hang up (if necessary) when a session is completed.

Report suspected tampering or security violations to the company security personnel and the GIDEP Operations Center. Stop processing data until the system can be checked.

Data Management

Do not process classified information.

Protect all GIDEP information (hard copy and electronic media) from unauthorized disclosure.

If in doubt about proper security procedures, please contact your security manager and/or the GIDEP Operations Center for further assistance or information.